

CART POLICY

PURPOSE: The purpose of this cart policy is to provide safety guidelines that protect the students, faculty, staff, and visitors of The University of Texas at Austin.

DRIVERS:

1. Drivers of cart-type vehicles must have the knowledge, skill, and training necessary to safely operate these vehicles.
2. Drivers are fully accountable for their actions and consequences thereof.
3. Drivers shall possess a valid Texas Class C driver's license.
4. Drivers are to obey all traffic signals and signs.
5. Drivers and passengers must use seat belts if provided.

TRAFFIC:

1. Carts must **NEVER** be driven on pedestrian areas such as malls and sidewalks, unless it is the **only** means to access the worksite or delivery point.
2. Landscaped areas should never be driven on unless performing landscape or maintenance work.
3. Carts should stay within the boundaries of campus.
4. City streets should be avoided if another alternative route exists.
5. Extra caution must be used when driving on or crossing major thoroughfares. Use intersections with traffic lights when practical and follow the same rules for vehicles, not pedestrians, when crossing.
6. **REMEMBER: Pedestrians ALWAYS have the right-of-way.**
7. If a pedestrian area such as a mall or sidewalk is the only means of getting to the worksite, the maximum speed of the cart **shall not** exceed the speed of the pedestrian traffic present (approx. 2-3 mph)

USAGE:

1. Carts may **NOT** be used for personal purposes.
2. Carts may **NOT** be used to tow trailers or other vehicles, unless they are specifically designed to do so.
3. Carts are to be used for transporting people and supplies between job locations and shops.
4. Loads extending more than 12 inches beyond the sides of a cart, or more than 36 inches beyond the front or back of a cart, must be flagged.
5. Carts may only be used to carry two people, unless additional passenger seats are provided.
6. No passengers may be carried in the bed of a cart.
7. All passengers are to keep their entire body within the frame of the cart at all times when moving.

PARKING:

1. For this policy, carts are considered UT vehicles and should park in authorized UT vehicle spaces.
2. Never block ingress or egress to any building, including stairs and ramps.
3. Never block pedestrian ways, including sidewalks.
4. Avoid parking on grass or landscaped areas, unless performing landscape or maintenance work.
5. Always secure the parking brake and remove the key.

EQUIPMENT:

1. University-owned carts shall be equipped with the following:
 - Slow moving triangle on the rear.
 - Headlights and taillights if operated before dawn or after dusk.
2. It is also recommended that carts be equipped with the following:
 - Front and rear turn signal lamps
 - Stop lamps
 - Parking brake
 - Seat belts
 - Warning lights or other means of providing high visibility
 - Red reflex reflectors on both sides and rear of cart
 - Exterior Mirrors
 - Windshield
 - Horn

ACQUISITION:

1. Procurement of carts requires Fleet Management approval and shall be in accordance with guidelines and procedures established by the Purchasing Department.

MAINTENANCE / REPAIRS:

1. Carts shall be assigned a number and maintenance and repair costs will be tracked.
2. Routine maintenance shall be in accordance with the manufacturer's recommended maintenance schedule to ensure proper working condition.
3. Each cart shall be brought to the U.T. Automotive Shop annually for a safety inspection.

ENFORCEMENT:

1. Violations may lead to warnings or citations issued by University-sanctioned enforcement officers.